

**Worldwide Edu Consultants**

## APPLICATION ASSISTANCE KIT



Perfect Application

+

Proper Approach

=

Success

**Worldwide Edu Consultants**

| Hyderabad | Vijayawada | Guntur |

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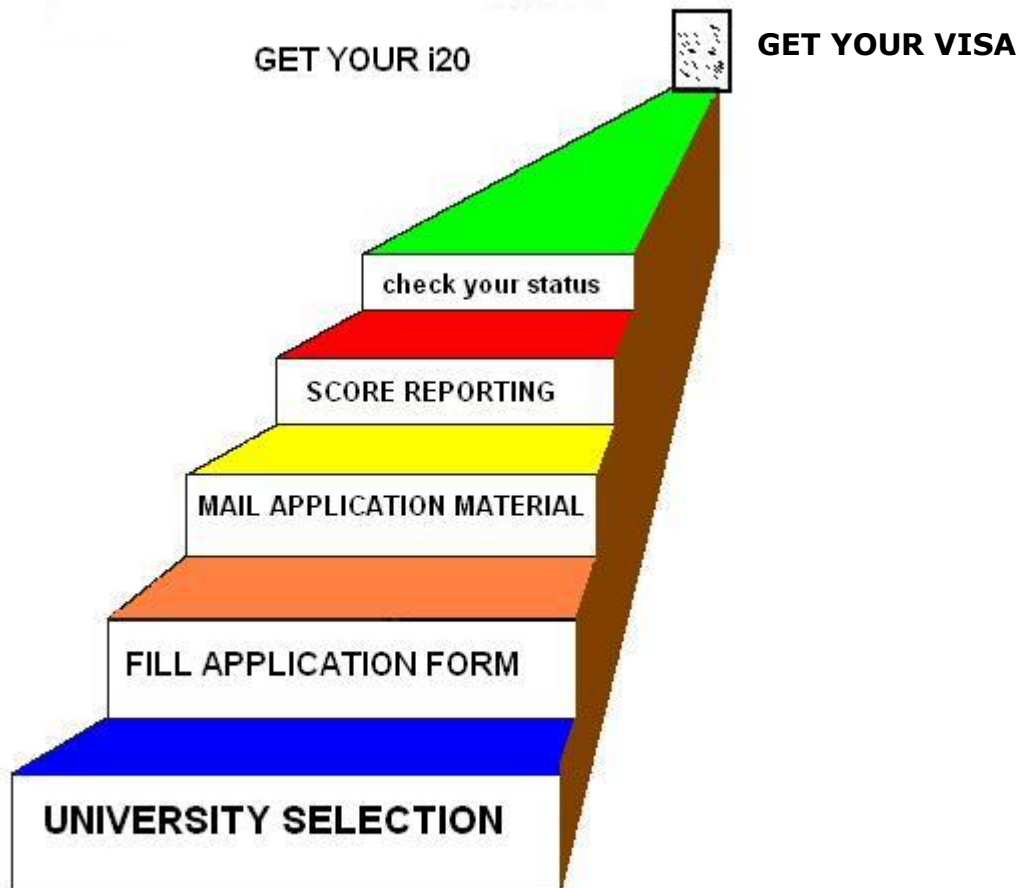
## Table of Contents:

APPLICATION TO DESTINATION	3
How to apply?	4
Application checklist	5
Build Your SOP	6
Build your Resume	7
Financial Document – Bank statement	8
Financial Document- Affidavit of Support	9
Score reporting- GRE	10
Score Reporting Toefl iBT	11
Final Touch	12
Glossary	13

**APPLICATION TO DESTINATION**

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**OFF TO USA**



## HOW TO APPLY?

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You can submit your application to university either online/ paper

### Online Application:

- You need to create an account in order to apply. This account will also help you in checking your application status. (Almost all universities provide this facility)
- Start filling your application form providing the basic information like Your full name, Term applying & major intended.
- You will have to provide information about your personal profile, academic profile, financial background, your statement of purpose & Recommenders.
- After filling your application, you can select your mode of payment either by international credit card or by dollar draft
- Supplementary forms like Affidavit of support, financial support form, immunization form & Recommendation forms are available. (Check if they are mandatory with the respective websites & download them.)

### Paper Application

- These forms are available online.
- Download the forms
- Start filling the forms ( You are asked to either print/type which means you can either type or write using pen)
- You will have the same categories that are mentioned in online application.
- Fill the forms legibly
- Attach a dollar draft ( Dollar draft must be taken in the name of the University)

TO FIND THE APPLICATION FORMS GO TO ADMISSIONS IN THE RESPECTIVE UNIVERSITY'S WEBSITE, CLICK ON GRADUATE ADMISSIONS AND APPLY AS AN INTERNATIONAL GRADUATE APPLICANT.

## APPLICATION MATERIAL- CHECK LIST

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S no	MATERIALS REQUIRED	NUMBER PER UNIVERSITY
1	OFFICIAL TRANSCRIPTS FROM ALL THE EDUCATIONAL INSTITUTIONS ATTENDED	2
	BACHELORS ( University Registrars Office)	
	10 & 12 <sup>TH</sup> ( Attested by College Principal in Sealed Envelope)	
2	RECOMMENDATION LETTERS ( From three Professors)	3
	Signed in Sealed Envelopes	
3	STATEMENT OF PURPOSE/ PERSONAL STATEMENT	1
4	RESUME/ CV	1
5	GRE/TOEFL TEST SCORES (Must be submitted directly from ETS. Xerox copies can be enclosed but not mandatory)	1
6	BANK STATEMENT	1
7	AFFIDAVIT OF SUPPORT	1

S No	OPTIONAL MATERIAL
1	REFERENCE LETTER FROM INDUSTRY EXPERTS/ ORGANISATION
2	PHOTOGRAPHS ( 2 IN NUMBER)
3	PROJECT & PAPER PRESENTATION CERTIFICATES ( XEROX copies – 1 Set)
4	WORK EXPERIENCE LETTER
5	IMMIGRATION DOCUMENTS – XEROX of Passport

## BUILD YOUR STATEMENT OF PURPOSE/ PERSONAL STATEMENT

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### What is a Statement of Purpose?

- An Essay which depicts an applicant.
- The Admission Committee gets to know who you are through your statement of purpose

### What does the Admission Committee expect from your Personal Statement?

- Why do you want to pursue the course you are applying for?
- How relevant is the course to your long term career plans/goals?
- What are the motivations that are driving your life at this point in time?
- What are your past accomplishments – academic, extra curricular and other contributions?

### Build Your Personal Statement

Think about yourself and start making a rough draft of your personal statement. Mention –

- Write down all the past accomplishments – academic, extra curricular, social contributions, sports, awards... –whatever you have done well in life.
- What do you want to do in life? What is the career you want to choose for yourself and why?
- How will taking up this course of study help you achieve career long term goals that you have described above?
- What qualifies you to have all the Success you desire?
- Why did you select the university you are applying? ( Study the prospectus / refer website of the university)

### Polish your Personal Statement and check if:-

- Personal statement is grammatically correct
- Flow of the content is good
- Doesn't exceed the prescribed word limit
- It is Enthusiastic, Confident, friendly in tone
- It is simple and flawless

## BUILD YOUR RESUME

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### **RESUME-** Promotional Brochure about Self

- Discloses your accomplishments & qualifications to the admission committee, also helps to sell yourself to the committee quickly & efficiently.
- Generally produced in 1 page, 2page for the description of work experience

### **What should be included/ Format!**

- Your Objective/Goal
- Qualifications
- Skills
- Research & Project Activities
- Part- time/Full-time work experience if any
- Extra curricular Interests
- Community & Civil Activities
- References

### **PRESENTATION**

- Keep it concise
- Avoid large paragraphs
- Use action verbs like “developed”, “managed”, “designed” while emphasizing your accomplishments
- Avoid passive constructions like “ was responsible for managing” etc
- Do not use declarative statements like “I developed”, “I assisted in ..” etc
- Do not mention personal characteristics or personal details like your age, sex, height etc
- Make in Simple, clear, impressive
- Present in a Professional way and do not decorate your resume
- Avoid over spacing/large spacing. Let the resume look Compaq

### **BE HONEST AND TRY NOT TO MENTION THE SKILLS YOU DO NOT HAVE OR FALSIFY THE PROJECTS**

## FINANCIAL DOCUMENTS – BANK STATEMENT

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### To Whomsoever It May Concern

This is to certify that Mr. XXXXX S/o Mr. XXXXXX is a reliable customer of our bank. He is maintaining an account with our bank bearing No.-----The present credit in his account as on today is Rs. xx,xx,xxx (Rupees xxxxxxxx in words) which is approximately equivalent to US \$ xx,xxx (US Dollar xxxxxx in words) @ Rs.41.00 per US Dollar. He is regular customer holding the account since, Month & Year.

This certificate is issued on the request of the customer for his Son's/Daughter's higher studies at USA



स्टेट बँक ऑफ हैदराबाद  
STATE BANK OF HYDERABAD  
सेवा पथ पर अग्रगणे - In the forefront of Service

H.O. 1626

प्रधान कार्यालय :  
गुमफाटली, हैदराबाद - 500 001.  
Head Office :  
Gumfautli, Hyderabad - 500 001.  
E-mail : sbshis@hd1.vant.net.in

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SBH/2007/T21  
State Bank of Hyderabad  
S.R.Nagar, Hyderabad

24/08/2007

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. Parameshwar Gul S/o Late Mr.Chenbasaiah is a reliable customer of our bank. He is maintaining an account with our bank bearing No. 52123856654.The present credit in his account as on today is Rs. 18,24,333 (Rupees Eighteen Lakhs Twenty Four Thousand Three Hundred and Thirty Three Only) which is approximately equivalent to US \$ 43,436 (US Dollar Forty Three Thousand Three Hundred and Thirty Six) @ Rs.42.00 per US Dollar. He is regular customer holding the account since, January 1999.

This certificate is issued on the request of the customer for his son's higher studies at USA.





FINANCIAL DOCUMENTS –AFFIDAVIT OF SUPPORT

AFFIDAVIT

I, \_\_\_\_\_, F/O \_\_\_\_\_, a resident of Address of the deponent, do hereby do declare and affirm that I have ample financial Sources and that I am self sufficient to meet the expenses towards the education, living etc., of my daughter/son till the completion of her degree in USA.

I, hereby, declare that the details stated above are true to the best of my knowledge.

Date:

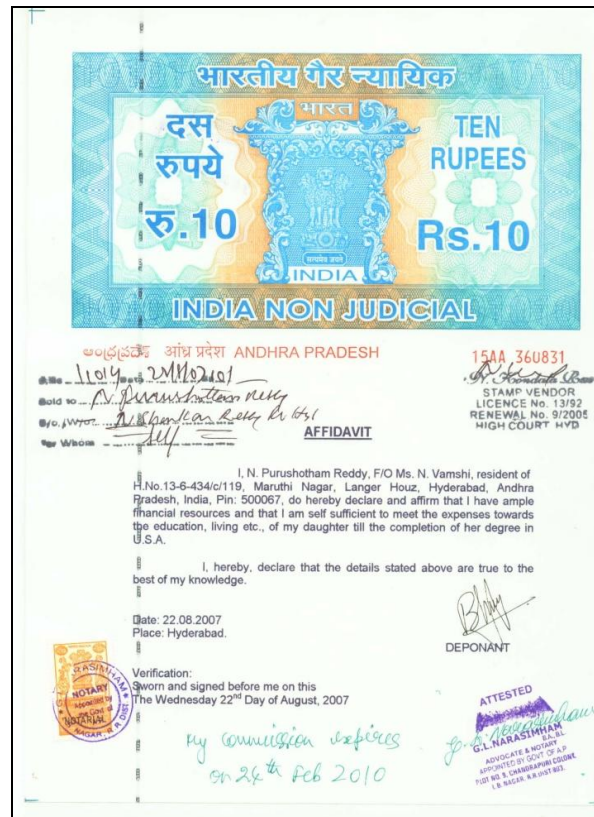
Place:

Verification:

(DEPONENT)

Sworn and signed before me on

this day, date, month, Year



## SCORE REPORTING – GRE

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Additional score reports (ASRs) can be ordered by mail or by phone.

### By Mail or Fax

- Download and complete the Additional Score Report Form (PDF) or use the form found in the center of the *Bulletin*.
- Mail it with the fee to the address on the form. The fee is U.S. \$15 per score recipient.
- Requests are processed within 10 working days after receipt.
- Faxed requests are accepted if you pay by credit card (American Express, Discover, JCB, MasterCard, or VISA). The fax number is 1-610-290-8975.
- Once a request and fee is mailed or faxed, it cannot be canceled, changed, or refunded.

### By Phone

- Before you call, have the following information ready:
  - Registration Number, Social Security Number, or Confirmation Number
  - Test Date
  - Date of Birth
  - Institution Code(s) and Department Code(s) (see Test Center and Institution Code List available in the website of ETS)
  - pay by credit card (American Express, Discover, JCB, MasterCard, or VISA).

### Contact Information

- **1-609-771-7290**
- **1-888-GRE SCORE (1-888-473-7267)**  
(toll free for test takers in the U.S., U.S. Territories\* and Canada)
- **1-888-473-8333 (TTY)**
- Call: 6 a.m. to 10 p.m. EST, 7 days a week
- **Wait for confirmation before hanging up to be sure your request is completed. Once information is entered, changes cannot be made.**
- Score reports will be mailed to you and to your designated institutions approximately five working days after your call. **You must wait until your scores are initially reported before you can use this service.**
- Institutions that receive score reports on CD-Rom are sent reports approximately twice a month.
- There is a U.S. \$6 service fee per call and a U.S. \$15 fee per score recipient for up to eight recipients. To request more than eight score recipients, please call again.

## SCORE REPORTING – TOEFL iBT

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You can have additional official score reports mailed to institutions you did **not** identify when you registered to test. Requests can be made online, by mail or by fax.

### Online (credit/debit card or e-check required)

You can order additional score reports online. You will need your registration number to place an order.

- Reports are mailed approximately **four to seven working days** after your request.
- The fee is US\$17 for each report ordered.

### By Mail or Fax

- Follow the instructions on the back of the TOEFL® iBT Official Score Report Request form for completing and mailing your request and payment.
- Reports are mailed approximately **two weeks** after receipt of your request form.
- The fee is US\$17 for each report ordered.
- If you are paying by credit/debit card, fax your form to 1-610-290-8972. Faxed requests will not be processed unless complete credit/debit card information is provided. If you think your faxed request may not have gone through and you attempt to resend the information, write “**DUPLICATE**” in large letters on all repeat requests.

### Processing Tips

- Do **not** send a letter with your request.
- Mark identification codes only for institutions you **did not provide when you registered to test**.
- List no more than eight institutions on one form. To order more than eight reports, use a second form.
- Sign and date the form.
- Include an acceptable form of payment and include the correct amount (reports will only be sent to the number of institutions for which you have paid).

### FINAL TOUCH

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#### Check you Application Status

- Many universities provide facility to check your application status online
- To check online you will be provided with a ID number or you can check with same account created during your online application
- You can mail the concern admission officer with your basic details like Name, term applied, Major & Degree opted and the Identification Number if provided
- You can also call the admissions office of the respective university and enquire about your application status. The contact information is provided in website of the university
- Contacting the admissions Committee will not only help you in knowing your application status but also will help you in knowing if all your documents have reached them.
- In case if they miss any document you can send it immediately not delaying your admission decision

#### Contact Your Professors – Build the Communication

**ALL THE BEST**

## GLOSSARY

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**Cover letter:** A letter of introduction associated with other submission materials. It is a good practice to include this introduction with your resume and application materials

**Admissions counselor:** You can talk to your admissions counselor throughout the application process about applying, visiting, credentials, etc.

**Transfer applicants:** Applicants who have completed one term (a quarter or a semester) of college work as a full-time student at a college or university in USA and wish shift their university.

**Assistantship:** A merit-based, university-funded award whereby a student receives a financial stipend for services rendered.

**GA:** Graduate Assistant – graduate student who is being paid to work 20 hours a week in an area related to their graduate field of study.

**RA:** Research Assistant – graduate student who is being paid to work 20 hours a week in a research area related to their graduate field of study.

**TA:** Teaching Assistant -- graduate student who is being paid to teach courses related to their graduate field of study

**Prerequisite:** A requirement that must be met before you can enroll in a particular course

**Transcript:** A certified copy of a student's educational record containing titles of courses, the number of credits, and the final grades in each course. An official transcript also states the date a degree

**Major:** Your major is the main subject you choose to study

**Thesis:** A thesis is a substantial master's level paper presenting independent work, but not necessarily original research. It need not make a unique and independent contribution to the literature.

**Rolling Admission:** The acceptance of a new student into any quarter of an academic year.

**GPA:** Grade point average (sometimes called "Quality Point Average" or QPA) – the sum total of the points awarded for letter grades earned divided by the total number of courses attempted.

**Deferred Admission:** The practice of allowing students to postpone enrollment, usually for up to one year, after acceptance by the program.

## GLOSSARY

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**Fellowship**--Money or tuition and expenses awarded by a graduate school to students as a form of financial aid. May be awarded on a competitive merit basis

**In-State Preference**--Some graduate schools (particularly medical schools and veterinary schools) are required by law to give preference to residents of their own state

**Baccalaureate degree:** Known as the B.A. (Bachelor of Arts) or B.S. (Bachelor of Science) degree

**Concentration** A component or division of an academic program offering specialized or focused study of some aspects of the subjects included in the program.

**Credit/Credit hour** The numerical value assigned to a certain amount of academic work in a course.

**Curriculum** The structured list of courses making up an academic program; or all the courses offered at a college or university.

**Electives** Courses that students choose to take in addition to courses required for graduation.

**FAFSA** The Free Application for Federal Student Aid. A form required for students to be considered for financial aid.

**Out-of-State Student:** This term generally applies to students applying to a public college or university

**Accreditation:** Approval of colleges, universities, and secondary schools by nationally recognized professional associations

**Freshman:** A first-year student at a high school, college, or university.

**Full-time student:** One who is enrolled in an institution taking a full load of courses; the number of courses and hours is specified by the institution.

**International student adviser:** The person associated with a school, college, or university who is in charge of providing information and guidance to international students in such areas as U.S. government regulations, student visas, academic regulations, social customs, language, financial or housing problems, travel arrangements, and insurance

**Nonresidents** Foreign students are usually classified as nonresidents,

**Quarter:** Period of study of approximately 10 to 12 weeks' duration.

**Semester:** Period of study of approximately 15 to 16 weeks' duration, usually half of an academic year.

**Trimester:** Period of study consisting of approximately three equal terms of 16 weeks during the academic year.

**Zip code:** A series of numbers in mailing addresses that designate postal delivery districts in the United States.